



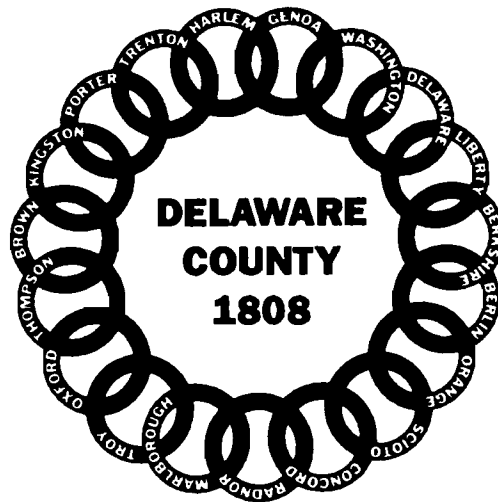
Delaware County Records Manual

Records Management Procedures Manual

**Assistance for County Departments, Offices and
Agencies**

Delaware County Records Manual

**For further assistance please contact the
Records Center.**



**Records Center
2079 US 23 N Suite 5
Delaware, Ohio 43015
(740) 833-2140 telephone
(740) 833-2139 fax**

Last revision 2009

Table of Contents

<u>Title</u>	<u>Section</u>
Records Management Program Overview	2
Efficient Method for Managing Government Records	3
Delaware County Public Records Policy	4
Records Management and Ohio Law	5
Reference Guide Microfilming, Scanning/Imaging, Destruction of Records, Preparation of Boxes for Storage, Transfer of Inactive Records to the Records Center	6
Records Management Forms and Flowcharts	7
Disposal Procedures	8
General Retention Schedule	9
Glossary of Records Management and Archive Terms	10

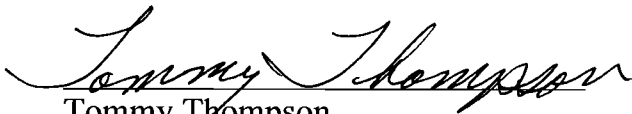
Introduction

Introduction

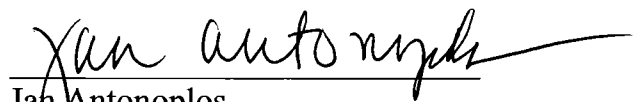
Delaware County recognizes that records management is a vital part of all of the County's operations and is an integral part of every employee's daily duties. The Delaware County Records Commission has established the enclosed policies and procedures to form an effective records management program. All of the policies, practices and procedures adopted by the Commission are in compliance with the Ohio Revised Code, Ohio Historical Society, the Auditor of State, Eastman Kodak Quality Monitoring program and the American National Standards Institute (ANSI) standards.

County records represent a citizen's legal rights and heritage. The charge of the Delaware County Records Commission is to respect and protect all legal rights and preserve a county government rich in history.

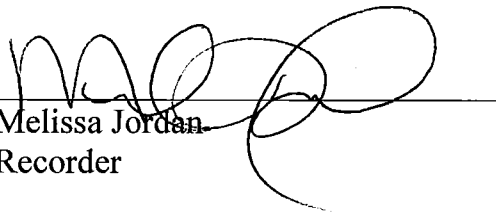
Delaware County Records Commission



Tommy Thompson
Board of County Commissioners



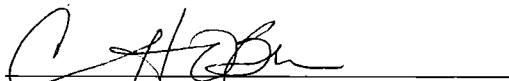
Jan Antonoplos
Clerk, Court of Common Pleas



Melissa Jordan
Recorder



George Kaitsa
Auditor



Carol Hamilton O'Brien
Prosecuting Attorney

**Records
Management
Program
Overview**

Records Management Program

Delaware County offices, departments and agencies currently maintain millions of documents in a variety of formats. Most of these records are paper and contain information of legal, historical, administrative or fiscal value. The majority of these records are created and maintained as a result of mandated services. Good management is essential. Without a sound management strategy, records begin to occupy valuable space, are disposed of incorrectly or stored in insecure or inaccessible locations.

The purpose of the Delaware County Records Center (“Center”) is to alleviate some of these management concerns by providing economical storage, timely retrieval, facility security, document processing and legal disposal.

The Center’s management tools and the benefits:

- A Kodak Certified Lab for micrographic and imaging services
- Retention forms for the proper maintenance of records (RC-2)
- Certificate of Records Disposal forms for secure records destruction (RC-3 and RC-1)
- Data request forms for timely retrieval
- Archival security of all master microfilm
- Improved access for public records transferred to the Center

The Center is a fully functional Kodak Certified lab and records storage facility available to county agencies, offices and departments. Records stored in the facility remain the responsibility of the originating office.

The Center has been a source of direction for a number of Ohio’s 88 counties. Delaware County received an Achievement Award from the National Association of Counties for the established records management program. To continually strive to meet standards, the Records Commission has approved this manual as a resource tool for all County agencies, departments and offices utilizing the County’s Center.

**Efficient
Method for
Managing
Government
Records**

Steps to provide an efficient method for managing government records

1. Activate a Records Commission
The Delaware County Records Commission was activated on January 18, 1990. Ohio Revised Code 149.38 governs the county records commission.
2. Designate a records officer in each department
It is effective if a single person in each department is responsible for all aspects of records management. The person designated may be the department official or an assistant; whoever is designated should be familiar with all the responsibilities of the department and the records it creates and maintains. Identifying an alternate is recommended.
3. Conduct a complete records inventory
An inventory of the entire record holdings of the office, department or agency is the first step in creating a sound records retention schedule (RC-2). The inventory states what records the entity generates and maintains. The goal is to get records organized and identified.
4. Determine a retention period for records created by the entity
A retention period is the length of time records are kept. A retention period is determined by assessing four values for each record series: administrative, legal, fiscal and historical. Retention periods are determined and expressed in three ways:
 - Time (“retain 3 years”, “retain permanently”)
 - Event or action (“retain until audit report is released”)
 - Time and event or action (“retain 3 years after the case is closed)
5. Prepare a Schedule of Records Retention and Disposition (RC-2)
Retention schedules provide the foundation of a records management program. The schedule provides a list of the ongoing records that an office maintains and the length of time the records should be kept. When the retention period has expired, the records can be disposed of on an ongoing basis. The signatures required on the form indicate a review by each involved entity.
 - Local Records Commission (approving body)
 - Ohio Historical Society (informational review for selection)
 - State Auditor (reviewing agency)
6. Submit the Schedule of Records Retention and Disposition to the secretary of the Delaware County Records Commission. The schedule will be presented to the Records Commission at the next scheduled meeting for review and possible approval in an open meeting.

7. Upon approval of the Records Commission the secretary will submit the schedule to the Ohio Historical Society and the Auditor of State for continual review and potential approval. This process may take up to 120 days (ORC 149.38). An approved retention schedule provides for the ongoing disposal of records, prevents a build up of unnecessary records and can be a legal asset.
Once the RC-2 is approved and becomes a working document, a Certificate of Records Disposal form (RC-3) may be completed for the destruction of records listed on the approved schedule.
8. A Certificate of Records Disposal (RC-3 form) may be completed once the RC-2 form is approved by all entities. The RC-3 form provides an administrative and legal record of exactly which records were disposed, when they were disposed of and that they were disposed of according to an approved retention schedule. Once a RC-3 form is signed a 15-business day waiting period is required before the information may be destroyed (ORC 149.38). The Records Center maintains a central file of all documents destroyed.

The Records Center staff is available to assist with all phases of the County records management program.

**Delaware
County
Public
Records
Policy**



DELAWARE COUNTY PUBLIC RECORDS POLICY

TABLE OF CONTENTS

I. Introduction.....	2
II. Purpose.....	2
III. Definitions.....	2
IV. Scope.....	3
V. Internal Procedure.....	3
VI. Fees and Costs.....	3
VII. Availability/Inspection.....	4
VIII. Requests for Public Records	5
IX. Response/Release.....	6
X. Special Provisions for Public Records Requests Received by Email, Regular Mail or Other Delivery Service	7
XI. Medium	8
XII. Limited Requests	8
XIII. Response/Denial	9
A. Records Not Maintained by the Office Where the Request is Made	9
B. Ambiguous or Overly Broad Request for Public Records (R.C. § 149.43(B)(2)).....	9
C. Denial of the Public Records Request	9
D. Redaction/Procedure	10
XIV. Special Provisions Related to Email	11
XV. Grievances.....	11
XVI. Failure to Respond to a Public Records Request	12
XVII. Training and Education.....	12
Form 1	13
Form 2.....	15
Form 3.....	17
Form 4.....	20
Form 5.....	23
Form 6.....	25

I. Introduction:

It is the policy of the Delaware County, Ohio Board of County Commissioners (“Board”) that openness leads to a better informed citizenry, which leads to better government and better public policy. It is therefore the policy of the Board and the government of Delaware County, Ohio (“Delaware County”) to strictly adhere to the state’s Public Records Act.

II. Purpose:

The Board acknowledges that Delaware County maintains many records including, but not limited to, both fixed medium (i.e. paper, film, etc.) and electronic (i.e. email) that are used in the administration and operation of Delaware County. The records maintained by the Board and/or Delaware County and the ability to access them are a means to provide trust between the public and Delaware County. To foster, maintain and continue to build such trust, the Board and Delaware County, in accordance with state law, adopts this Public Records Policy (“Policy”). (R.C. § 149.43(E)(1)).

III. Definitions:

As provided by the Ohio Revised Code, the following definitions apply to this Policy:

- A. "Records" includes any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section 1306.01 of the Revised Code, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office. (R.C. § 149.011(G)).
- B. "Public Record" means records kept by any public office, including, but not limited to, state, county, city, village, township, and school district units, and records pertaining to the delivery of educational services by an alternative school in this state kept by the nonprofit or for profit entity operating the alternative school pursuant to section 3313.533 of the Revised Code. "Public record" does not mean any of the records listed in R.C. § 149.43(A)(1)(a) through (y). (R.C. § 149.43(A)(1)).

IV. Scope:

All records of the Board and Delaware County are public records unless they do not meet either or both of the definitions of "Records" or "Public Record" as defined by the Ohio Revised Code (R.C. § 149.011G and R.C. § 149.43(A)(1)) or are otherwise specifically exempt from disclosure pursuant to the Ohio Revised Code or applicable federal law.

V. Internal Procedure:

- A. Each office, department or function that maintains records shall designate and maintain a designated employee who serves as the custodian of all records maintained by that office, department, or function.
- B. Each such designated employee and/or record custodian shall have a copy of this Policy or, in lieu of this Policy, a public records policy developed by that individual office, department, or function. The designated employee and/or record custodian shall, in writing, acknowledge receipt of this Policy or the public records policy developed by that individual office, department, or function in lieu of this Policy. (See Form 1) (R.C. 149:43(E)(2)).
- C. This Policy, as well as, the Schedules of Records Retention and Disposition (RC-2) applicable to that office, department, or function are located at every location of that office in which the public may access records.
- D. This Policy is a part of and shall be located in and/or attached to the Delaware County Employee Handbook.
- E. A poster which generally describes this Policy shall be displayed at every location in which the public may access records.

VI. Fees and Costs:

- A. Unless a different fee is required by law (i.e. copies of certain recorded documents provided by the Delaware County Recorder), in accordance with R.C § 149.43, the following fee schedule is established for providing copies or reproductions of public records:

Media Type	Unit	Cost Per Unit
Letter or Legal Sized Paper Copy (Single Side)	Page	\$0.05
Letter or Legal Sized Paper Copy (Double Side)	Two Sided Page	\$0.05
Certified Paper Copy	Page	\$1.00
Microfiche	Fiche	\$0.50
Film Duplication	16mm Roll	\$15.00
Film Duplication	35mm Roll	\$20.00
Computer Diskette	3.5" Diskette	\$1.00
Audio Cassette Tape	Tape	\$1.00
Video Cassette Tape	Tape	\$2.50
CD/CD Rom	Disk	\$1.00
Email Documents	Various Forms	See Cost Per Unit Above

- B. The above fee schedule shall be clearly posted and visible to the public at all locations authorized to provide copies of public records. (See Form 2).
- C. Advance payment is required before any copies are prepared.
- D. The Board and/or Delaware County shall charge the actual cost of material for media not listed in the fee schedule above.
- E. As a result of security issues and to preserve the integrity of Delaware County's computer systems, the Board and/or Delaware County will not accept blank media supplied by the requesting party. The Board or Delaware County will supply the media. The cost of the media is included in the fee schedule above or, if not contemplated in the fee schedule above, the media will be supplied at cost.
- F. The Board and/or Delaware County shall notify the requesting party in advance in writing of any costs for labor or materials in situations where an outside vendor must be hired to fulfill the request(s).
- G. The Board and/or Delaware County will charge the actual costs of postage and mailing supplies when the requesting party requires the public records be transmitted via the United States Postal Service or any type of priority mail service.

VII. Availability/Inspection

- A. Upon request and subject to R.C. § 149.43(B)(8), all public records shall be promptly prepared and made available for inspection to any person during regular business hours, with the exception of legal holidays.

- B. Copies or reproductions of the requested records shall be made available at cost (See Fee Schedule) and within a reasonable period of time.
- C. "Promptly" and "Reasonable," as used above and in connection with the preparation and reproduction of the requested records, is to be determined by the facts and circumstances of each public records request and take into account the following:
 - 1. The opportunity for legal review,
 - 2. The volume of records requested and
 - 3. The proximity of the location where the records are stored.

VIII. Requests for Public Records

- A. Any person, including corporations, individuals, and even governmental agencies, may request public records, and will be allowed prompt inspection of public records and copies within a reasonable amount of time upon request.
- B. No specific language is required to make a request for public records. The requestor must, however, identify the records requested with sufficient clarity to allow the Board and/or Delaware County to identify, retrieve, and review the records.
- C. If it is not clear what records are being sought, the records custodian shall contact the requestor for clarification and should inform the requestor of the manner in which the office keeps its records.
- D. The requestor may be asked, but the requestor does not have to:
 - 1. Put a records request in writing,
 - 2. Provide his or her identity, or
 - 3. The intended use of the requested public record.

If the requestor is asked for any of this information, he or she shall first be advised:

- 1. The requestor does not have to answer any of these questions and
- 2. The requestor's refusal to provide any of this information does not impair the requestor's right to inspect and/or receive copies of the requested public records. (R.C. 149.43(B)(5)).

E. For the purpose of enhancing the ability of the Board and/or Delaware County to identify and provide for prompt inspection and/or copies of the requested records in a reasonable period of time, the requestor shall be provided with Form 3 for the requestor to complete. In providing Form 3 to the requestor, the requestor shall be informed:

1. The requestor does not have to complete Form 3 and
2. The requestor's refusal to complete or provide any and/or all information on Form 3 does not impair the requestor's right to inspect and/or receive copies of the requested public records. (R.C. 149.43(B)(5)).

IV. Response/Release

A. Requests for public records shall be processed the same regardless of the means by which the request was made. (Note Section X - Special Provisions for Public Records Requests Received by Email, Regular Mail, or Other Delivery Service.)

B. The records custodian shall complete the public records request using Form 4.

C. Requests for records that are capable of being satisfied immediately and about which there are no issues concerning release should be satisfied immediately.

D. Requests for public records that are not capable of being satisfied immediately shall be dealt with as follows:

1. Voluminous/Copying or Reproduction Time Required Request: (Form 5)

- a. Each such request for public records should be evaluated for the estimated number of copies required to satisfy the request and/or an estimated length of time required to gather the records.
- b. The requestor shall be informed of the estimated length of time required to respond.
- c. The requestor shall be informed of the estimated total fee/cost associated with copying or reproducing and delivery of the record(s) and that such estimated total cost must be paid in full prior to the record(s) being copied or reproduced.
- d. The requestor shall be informed that any difference between the total estimated cost and the total actual cost shall be settled either by Delaware County re-paying any overage or, prior to the delivery of the records, the requestor paying any deficit.
- e. The requestor shall be informed of any items within the request that may be exempt from disclosure.
- f. If the request is made verbally the above information shall be provided to the requestor either verbally or in writing. If the request is made in writing, the requestor shall be informed of the above information in writing.
- g. All such information as required above shall be provided to the requestor in more than three (3) days after receiving the request.
- h. Considering the volume of records requested, the requested records should be made available to the requestor within a reasonable period of time.

2. Legal Issue Concerning Release: (Form 6)

- a. In the event a request for public records is made to inspect and/or obtain a copy of a record whose release may be prohibited or exempted by either state or federal law, the request shall be forwarded to legal counsel (Delaware County Prosecuting Attorney) for research and/or review.
- b. The person submitting the request shall be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempted information is not improperly released. If the request is made verbally this information shall be provided to the requestor either verbally or in writing. If the request is made in writing, the requestor shall be informed in writing.
- c. If after review, it is determined that the record shall be released, refer to the procedures in subsection (A) and (B) above, whichever, depending on the record(s) requested, is applicable.
- d. If after review, it is determined that the record shall NOT be released, refer to Section XIII.
- e. Copied records may be forwarded to the requestor by any means reasonably acceptable to the requestor.
- f. Records, whose release is prohibited or exempted by either state or federal law, or not considered public records as defined by R.C. 149.43(A)(1), shall NOT be subject to public inspection. Refer to Section XIII.

X. Special Provisions for Public Records Requests Received by Email, Regular Mail, or Other Delivery Service

- A. Requests for public records received by email, regular mail, or other delivery service shall be responded to in the same manner as public records requests received via any other means, except that the records custodian, upon receipt of the request, shall, by any means practical, contact the requestor and advise them as follows:

1. Advance payment is required prior to providing copies of public records.
 2. The estimated total fee/cost associated with copying or reproducing and delivery of the record(s) and that such estimated total cost must be paid in full prior to the record(s) being copied or reproduced.
 3. That any difference between the total estimated cost and the total actual cost shall be settled either by Delaware County re-paying any overage or, prior to the delivery of the records, the requestor paying any deficit.
 4. Any items within the request that may be exempt from disclosure.
- B. Upon receipt of the fees/costs and where no issues concerning release exist, the copied or reproduced records shall be forwarded to the requestor by any means reasonably acceptable to the requestor.
- C. Voluminous requests, requests requiring time for copying or reproduction, and/or requests involving legal issues concerning release shall in all other respects be handled in accordance with Section IX.

XI. Medium

- A. The requestor shall be permitted to choose to have the public record duplicated upon paper, upon the same medium upon which the public office or person responsible for the public record keeps it, or upon any other medium upon which the public office or record custodian determines that it reasonably can be duplicated as an integral part of the normal operations of the public office or records custodian. When the requestor makes a choice, the public office or records custodian shall provide a copy of it in accordance with the choice made by the requestor. (R.C. 149.43(B)(6)).
- B. Persons seeking copies of public records are not permitted to make their own copies of the requested records regardless of means or media. (R.C. 149.43(B)(6)).

XII. Limited Requests

- A. In accordance with section 149.43(B)(7) of the Ohio Revised Code, the Board and Delaware County limits the number of requested public records to be transmitted through United States mail to a maximum of ten records per month, unless the requestor certifies that the records or information in them will not be used for commercial purposes.
- B. For purposes of this section, "commercial purposes" shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.

XIII. Response/Denial

A. Records Not Maintained by the Office Where the Request is Made

1. The requested records have never been maintained by the office where the request is made,
2. The requested records are no longer maintained or have been disposed of or transferred pursuant to applicable Schedules of Record Retention and Disposition (RC-2),
3. The requested record is a record that has been disposed of pursuant to an Application of the One-Time Records Disposal (RC-1) or Certificate of Records Disposal (RC-3),
4. The requested record is not a record used or maintained by the office where the request is made. In such case, the requestor shall be notified that in accordance with Ohio Revised Code Section 149.40, that there is no requirement to create records to meet public record requests.

B. Ambiguous or Overly Broad Request for Public Records (R.C. 149.43(B)(2))

If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the office responsible for the requested public record cannot reasonably identify what public records are being requested:

1. The request may be denied.
2. However, the requestor shall be provided with an opportunity to revise the request. In such case, the records custodian shall inform the requestor of the manner in which records are maintained by the office and accessed in the ordinary course of the office's or records custodian's duties.

C. Denial of the Public Records Request

1. The request for a record or public record maintained by the office where the request is made may be denied if the record that is requested is prohibited from release due to applicable state or federal law.
 - a. Any denial of public records requested must include an explanation, including legal authority.
 - b. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.
 - c. Employees shall consult legal counsel if they are unsure of whether the record requested should be withheld from disclosure.
2. As governed by R.C. 149.43(B)(3), if a request is ultimately denied, in whole or in part, the requestor shall be provided with an explanation, including legal authority, setting forth why the request was denied.
3. If the initial request was provided in writing then the explanation shall also be provided in writing.

4. The explanation shall not preclude the Board or Delaware County from relying upon additional reasons or legal authority in defending an action commenced pursuant to R.C. 149.43.

D. Redaction/Procedure

1. Definition and Effect of a Redaction

- a. "Redaction" means obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a "record" in section 149.011 of the Ohio Revised Code. (R.C. 149.43 (A)(11)).
- b. A redaction shall be deemed a denial of a request to inspect or copy the redacted information, except if federal or state law authorizes or requires a public office to make the redaction. (R.C. 149.43(B)(1)).

2. Redaction Procedure

- a. If a public record contains certain information that is exempt from the duty to permit public inspection or to copy the public record, the information within the public record that is exempt shall be redacted and that information in the record which is not exempt shall be made available.
- b. Where a redaction is to be made, the records custodian shall reproduce a copy of the page where the redaction is to be made. The redaction shall be made on the copied page. The copied page shall then be re-copied with the redactions. The resulting copy shall be the page that is released to the requestor.
- c. The first reproduction page with the original redactions made by the employee is the work sheet. It shall be attached to the original record, and maintained in accordance with the retention period established for the original document.
- d. When making that public record available for public inspection or copying, the records custodian shall notify the requestor of any and all redactions and/or make any and all redactions plainly visible. (R.C. 149.43(B)(1)).
- e. As governed by R.C. 149.43(B)(3), if a request is ultimately denied, in whole or in part, including redactions, the requestor shall be provided with an explanation, including legal authority, setting forth why the request was denied.
- f. If the initial request was provided in writing then the explanation shall also be provided in writing.
- g. The explanation shall not preclude the Board or Delaware County from relying upon additional reasons or legal authority in defending an action commenced pursuant to R.C. 149.43.

XIV. Special Provisions Related to Email

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. Email shall be treated in the same fashion as records in any other format and should follow the same retention schedules.

- A. Records in private email accounts used to conduct public business are subject to disclosure, and all employees or representatives of the Board and Delaware County are instructed to retain their emails that relate to public business and to copy them to their business email accounts and/or to the office's records custodian.
- B. The records custodian is to treat the emails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

XV. Grievances

- A. If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person shall be advised that they may contact the senior representative of the office where the request was made.
- B. If the person is not satisfied after contacting the senior representative of the office where the request was made, they shall be advised that Ohio Revised Code section 149.43 provides a legal means for addressing their complaint in these disputes. (R.C. 149.43(C)(1) and (2)).

XVI. Failure to Respond to a Public Records Request

The Board and Delaware County recognize the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the failure to comply with a request may result in a court ordering the Board and/or Delaware County to comply with the law and to pay the requestor's attorney's fees and damages.

XVII. Training and Education

The Board and Delaware County continue to update and address all education, training, disclosure, and policy requirements mandated by R.C. 109.43 and R.C. 149.43(E)(1)(2).

FORM 1



**ACKNOWLEDGEMENT OF
RECEIPT OF THE DELAWARE COUNTY
PUBLIC RECORDS POLICY**

I, _____ am the designated employee and/or record custodian for
_____. I hereby acknowledge that I have received on
this _____ day of _____, 20____ a copy of the Delaware County Public Records Policy dated
_____.

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DEPARTMENT: _____

FORM 2



**FEE SCHEDULE AND POLICY
REGARDING FEES FOR COPIES AND
REPRODUCTIONS OF PUBLIC RECORDS**

Unless a different fee is required by law (i.e. copies of certain recorded documents provided by the Delaware County Recorder), in accordance with R.C § 149.43, the following fee schedule is established for providing copies or reproductions of public records:

Media Type	Unit	Cost Per Unit
Letter or Legal Sized Paper Copy (Single Side)	Page	\$0.05
Letter or Legal Sized Paper Copy (Double Side)	Two Sided Page	\$0.05
Certified Paper Copy	Page	\$1.00
Microfiche	Fiche	\$0.50
Film Duplication	16mm Roll	\$15.00
Film Duplication	35mm Roll	\$20.00
Computer Diskette	3.5" Diskette	\$1.00
Audio Cassette Tape	Tape	\$1.00
Video Cassette Tape	Tape	\$2.50
CD/CD Rom	Disk	\$1.00
Email Documents	Various Formats	See Cost Per Unit Above

- A. The above fee schedule shall be clearly posted and visible to the public at all locations authorized to provide copies of public records.
- B. Advance payment is required before any copies are prepared.
- C. The Board and/or Delaware County shall charge the actual cost of material for media not listed in the fee schedule above.
- D. As a result of security issues and to preserve the integrity of Delaware County's computer systems, the Board and/or Delaware County will not accept blank media supplied by the requesting party. The Board or Delaware County will supply the media. The cost of the media is included in the fee schedule above or, if not contemplated in the fee schedule above, the media will be supplied at cost.
- E. The Board and/or Delaware County shall notify the requesting party in advance in writing of any costs for labor or materials in situations where an outside vendor must be hired to fulfill the request(s).
- F. The Board and/or Delaware County will charge the actual costs of postage and mailing supplies when the requesting party requires the public records be transmitted via the United States Postal Service or any type of priority mail service.

FORM 3



**DELAWARE COUNTY, OHIO
REQUEST FOR PUBLIC RECORDS
(FORM 3)**

The Delaware County, Ohio government belongs to the citizens of Delaware County, Ohio. We conduct our government activities in the open and we are proud of our strong commitment to this important principle of democracy.

IMPORTANT:

COMPLETION OF THIS FORM IS NOT MANDATORY. YOUR REFUSAL TO COMPLETE OR PROVIDE ANY AND/OR ALL INFORMATION ON THIS FORM WILL NOT AFFECT YOUR RIGHT AND/OR ABILITY TO INSPECT AND/OR RECEIVE COPIES OR REPRODUCTIONS OF THE REQUESTED RECORDS. (R.C. 149.43(B)(5)).

IF YOU COMPLETE THIS FORM IT WILL HELP US TO BETTER AND MORE EFFECTIVELY SERVE YOU IN PROVIDING YOU WITH THE RECORDS YOU ARE REQUESTING.

1. GENERAL INFORMATION: (Please Print.)

Today's Date	
Name	
Street Address	
City	
State	
Zip Code	
Telephone Number	
Facsimile Number	

2. INFORMATION ON RECORD REQUESTED: (Please Print.)

With as much specificity as possible, please describe what records you are requesting. (Use the back or attach other sheets as needed.)

3. INSPECTION OF RECORD: (Check your preference below.)

There is no charge to inspect public records while in the Delaware County, Ohio office where the records are kept. Delaware County, Ohio has adopted and provides photocopies and reproductions of public records in accordance with the Fee Schedule and Policy Regarding Fees for Copies and Reproductions of Public Records.

<input type="checkbox"/>	I would like to inspect these records in the office when they are ready.
<input type="checkbox"/>	I would like these records copies/reproduced and I will pick them up when they are ready.
<input type="checkbox"/>	I would like these records copied and mailed to me at the address on this form.

4. MEDIUM:

Preferred Medium (i.e. paper, email (pdf or locked format only), CD-Rom, etc . .) for Copy/Reproduction. ¹	
---	--

¹ Medium is limited by the determination of record custodian as to the types of media upon which the record can reasonably can be duplicated as an integral part of the normal operations of the public office or records custodian.

FORM 4



<h2 style="margin: 0;">PROCESSING FORM FOR REQUESTS FOR PUBLIC RECORDS</h2>

Name of Requestor	
Date Request Received	
Date Request Completed	

Name of Employee Handling Request	
--	--

1. ESTIMATED NUMBER OF COPIES/FEEES

Type of Unit	Estimated Number of Units	Cost Per Unit	Estimated Total of Fees/Costs

2. PREPAYMENT (REQUIRED)

	Prepaid
--	----------------

Amount of Prepayment	
Receipt Number	

3. ACTUAL NUMBER OF COPIES/FEEES

Type of Unit	Actual Number of Units	Cost Per Unit	Actual Total of Fees/Costs

4. SETTLEMENT WITH REQUESTOR

Yes / No / Not Applicable	Settlement Necessary
Yes / No / Not Applicable	Settlement Made

Amount of Refund to Requestor	
Check/Warrant Number	

OR

Amount Due From Requestor	
Paid	Yes / No

5. RECORDS NOT AVAILABLE

Record has never been maintained by the county.		
Record is no longer maintained or has been disposed of or transferred pursuant to RC-2		
Record has been disposed of pursuant to an application of One-Time Records Disposal RC-1 or Certificate of Records Disposal (RC-3)		
Record is prohibited from release due to applicable state or federal law. <table border="1" data-bbox="131 485 1289 527"><tr><td>Cite for the applicable state or federal law.</td><td></td></tr></table>	Cite for the applicable state or federal law.	
Cite for the applicable state or federal law.		

6. LEGAL ISSUE

Record has been forwarded to legal counsel for research/review.			
Record has been reviewed by legal counsel and records are to be released in their entirety.			
Record has been reviewed by legal counsel and contained non-releasable material. <table border="1" data-bbox="131 932 1312 974"><tr><td>Non-releasable material has been redacted</td></tr></table> <table border="1" data-bbox="131 1010 1312 1087"><tr><td>Cite for the applicable state or federal law permitting redaction.</td><td></td></tr></table>	Non-releasable material has been redacted	Cite for the applicable state or federal law permitting redaction.	
Non-releasable material has been redacted			
Cite for the applicable state or federal law permitting redaction.			
Record has been reviewed and release of the entire record has been denied by legal counsel. <table border="1" data-bbox="131 1268 1312 1310"><tr><td>Cite for the applicable state or federal law.</td><td></td></tr></table>	Cite for the applicable state or federal law.		
Cite for the applicable state or federal law.			

FORM 5

Date

Mr. John Requestor
123 North Sandusky Street
Delaware, Ohio 43015

Re: Public Request to _____

Dear Mr. Requestor:

This letter is to acknowledge receipt by _____ of your public records request dated _____. Be assured, this office has every intent of fulfilling your request, however, your request has been determined to be voluminous and/or requires time to copy and/or reproduce the requested records. As a result, the purpose of this letter is to advise you of the following concerning your request:

1. The estimated length of time required to complete your request is _____. Therefore, you can expect your request to be completed by this office on _____, 20_____.
2. The estimated total fee/cost associated with copying or reproducing and delivery of the requested records is _____. This amount must be paid to this office in advance of any copying or reproduction of the requested records. If you have not done so already, please forward this amount to this office as soon as possible so that this office may proceed with your request and have your records ready for you at on the date specified above. A failure to forward this amount will result in a delay or the requested records not being produced. Any difference between the total estimated cost and the actual total cost shall be settled either by a) Delaware County re-paying any overage to you or b) prior to the delivery of the records, you paying Delaware County any deficit.
3. There are/are not items within your request that may be exempt from disclosure. These items which may be exempt are as follows:

Should you have any questions, please feel free to contact me at (740) _____, or email me at _____, or send mail to or meet with me personally at the above address.

Sincerely,

Records Custodian

FORM 6

Date

Mr. John Requestor
123 North Sandusky Street
Delaware, Ohio 43015

Re: Public Request to _____

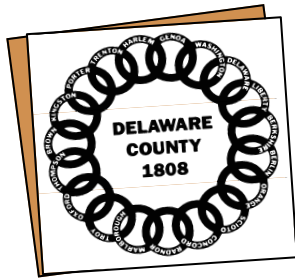
Dear Mr. Requestor:

This letter is to acknowledge receipt by _____ of your public records request dated _____. Please be advised your request is being reviewed by legal counsel. I will contact you regarding your request as soon as legal counsel completes its review and advises me regarding your request.

Should you have any questions, please feel free to contact me at (740) _____, or email me at _____, or send mail to or meet with me personally at the above address.

Sincerely,

Records Custodian



Delaware County Public Records Policy

0000000000

Delaware County has a public records policy adopted pursuant to O.R.C. § 149.43.

Records and Public Records are defined respectively in R.C. §§ 149.011(G) and 149.43(A)(1)

Public records are available Monday through Friday, during regular office hours, excluding legal holidays.

For assistance in reviewing public records and/or obtaining copies of public records please contact the office records custodian:

At
(740) _____ - _____

Public records will be promptly prepared and made available in a reasonable period of time.

If a public records request requires research and/or review, you will receive a written response and/or the records within a reasonable period of time.

See posted fee schedule and/or Delaware County Public Records Policy for cost of copies.

Poster pursuant to O.R.C. § 149.43 (E)(2)

**Records
Management
and
Ohio Law**

Records Management and Ohio Law

Ohio law has long recognized the importance of records created by county government and the information these records contain. Chapter 9.01, Chapter 109.43, Chapter 149, Chapter 304 and Chapter 1306 of the Ohio Revised Code contains very specific and strong language regarding records retention and disposal by all levels of state and local government. The sections that stipulate the guideline for Records Management are:

Chapter 9.01 Official records – preserving and maintaining

Chapter 109.43 Public records training programs – model public records policy

Chapter 149.011 Documents, reports, and records definitions

Chapter 149.30 Public functions of Ohio historical society

Chapter 149.31 Archives administration for the state

Chapter 149.351 Prohibiting destruction or damage of records

Chapter 149.352 Replevin of public records

Chapter 149.38 County records commission

Chapter 149.40 Making only necessary records

Chapter 149.43 Availability of public records for inspection and copying

Chapter 149.431 Records of governmental or nonprofit organizations receiving governmental funds

Chapter 149.433 Exempting security and infrastructure records

Chapter 149.434 Public offices to maintain employee database

Chapter 149.44 Rules and procedures for operation of state records centers and archival institutions holding public records

Chapter 149.45 Internet access to social security numbers

Chapter 304.01 Definitions (Electronic records and signatures)

Chapter 304.02 County office to adopt security procedure prior to use

Chapter 304.03 Authorized electronic filing to have same effect as paper filing

Chapter 304.04 Use not required (Electronic records and signatures)

Chapter 1306 Uniform Electronic Transactions Act

Reference Guide for:

- Microfilming**
- Scanning/imaging**
- Destruction of records**
- Preparation of boxes for storage**
- Transfer of inactive records to the Center**

Reference Guide

Procedure for preparing material for microfilming:

1. Remove all fastening devices (paper clips and staples)
2. Copy all certified (green) mail cards, envelopes, newspaper clippings and pictures onto a blank sheet of white paper. This is necessary because the listed items cause jams in the camera. The jam may cause damage to the original document and/or the camera's feed rollers.
3. All material must have a cover sheet/cover page. The cover sheet/cover page acts as an identifier and as a break between materials. If you have a stack of material we ask that you separate by clipping or rubber banding each set of paperwork with the proper cover sheet. The separation of the material acts as a deterrent so information does not become mixed together.
4. Indicate all double-sided pages by placing a Post-it-Note on the right side of the page.
5. If a document is of poor quality, write or stamp POOR COPY on the page. The Records Center has extra poor copy stamps, if one is needed.
6. Face all documents in the order and direction they are to be filmed.
7. Unfold all documents including the corners.
8. Tape or copy all documents smaller than 4"x 6" to an 8 ½" x 11" sheet of paper. The smaller size pages may jam in the camera.
9. Burst all computer pages (large green or blue bar paper).
10. Retakes (If retakes are requested or necessary) please supply the material in an interoffice envelope or separate box. The process ensures that all retakes are completed in a correct and timely manner. The Center's staff will provide written communication for retakes.

Procedure for preparing material for scanning/imaging:

1. Remove all fastening devices (paper clips and staples)
2. Copy all certified (green) mail cards, envelopes, newspaper clippings and pictures onto a blank sheet of white paper. This is necessary because the listed items cause jams in the scanner. The jam may cause damage to the original document and/or the scanner's feed rollers.
3. The Center does not have a color scanner, therefore dark colored pages need to be copied; the scanner does not accept dark colored paper. If copies are made, please put a paper clip on the originals and place them in the back of the file with a note that reads: "Do not scan, copies made".
4. Cut or copy all maps/documents that are larger than 8 ½" x 14". If cutting or copying is not feasible, write the identifying information (name, case number, date) on the material or an envelope containing the material. The information will be stored in the Center's vault.
5. All material must have a cover sheet/cover page. The cover sheet/cover page acts as an identifier and as a break between materials. If you have a stack of material we ask that you separate by clipping or rubber banding each set of paperwork with the proper cover sheet. The separation of the material acts as a deterrent so information does not become mixed together.
6. If a document is of poor quality, write or stamp POOR COPY on the page. The Center has extra poor copy stamps, if one is needed.
7. Face all documents in the order and direction they are to be scanned.
8. Unfold all documents including the corners.
9. Tape or copy all documents smaller than 4"x 6" to an 8 ½" x 11" sheet of paper. The smaller size pages may jam in the scanner.
10. Burst all computer pages (large green or blue bar paper).

11. Retakes (If retakes are requested or necessary) please supply the material in an interoffice envelope or box separate from daily work. This ensures that all retakes are completed in a correct and timely manner. The Center's staff will provide written communication for retakes.

Procedure for the destruction of records:

1. Remove all fastening devices (any type of clip).
2. Prepare all mandatory paperwork (Certificate of Records Disposal (RC-3) form) for the requested destruction of material. The Center's staff will complete the Proposed Date of Disposal. Improper disposal could lead to a civil action to recover a forfeiture in the amount of one thousand dollars for each violation, and to obtain an award of the reasonable attorney's fees incurred by the person in the civil action (ORC 149.351).
3. The Records Center's staff will complete a work order for the material to be transported, once a call is placed to a Center staff person to identify the material being transferred.

Procedure to properly prepare box(s) for storage

Labeling:

1. Use a black marker.
2. Print the name of the contents within the customer use end of the Records Center box. Do not write on the lid or outside of the space provided (see example)
3. Store only one series of information per box. Do not mix different series of information, the Center's staff spot checks the material before it is shredded. Improper disposal could lead to a civil action to recover a forfeiture in the amount of one thousand dollars for each violation, and to obtain an award of the reasonable attorney's fees incurred by the person in the civil action.(ORC 149.351)
4. Use the same records description name that is on the retention schedule to label the box. Example: Use the term Warrants (as listed on the retention schedule) instead of Checks.
5. The records retention schedule number of the material stored in the box should be included in the Name section of the box label area. This measure acts as a safeguard for the proper destruction of records.
6. If the material stored at the Center needs to be microfilmed or scanned, it is required that the material be sent to the Center prepped for filming or scanning. (Records Commission approved minutes, September 13, 2000)
7. Do not over-pack a box. Make sure you can comfortably slide your hand down into the front of the box.

Procedure for transferring inactive records to the Center:

1. Once the material is properly labeled on the correct box(s), call the Center (833-2140) with the number of boxes. If the boxes are for destruction, a signed Certificate of Records Disposal (RC-3) form must accompany the boxes. The Center's staff will complete a work order for the transportation of material.

An example of a cover sheet

Delaware County Clerk of Courts

Case Number: _____

Plaintiff: _____

Defendant: _____

Year: _____

An example of a cover sheet

Delaware County Probate Court

Case#: _____

Year: _____

First Name: _____

Middle Initial: _____

Last Name: _____

Case File Type: _____

Example of the labeling end of a Records Center box

BOX NO.	DEPT.
NAME	DATE OF DESTRUCTION MO. YR.

**Records
Management
Forms
and
Flowcharts**

Records Management Forms

A **Records Retention Schedule (RC-2)** provides the foundation of a records management program. The schedule specifies the period of time each record series will be retained by the agency, and provides continuing authority for destruction of the record at the expiration of the stated retention period. Use this form for your record series that are continuously being created and accumulated such as checks, vouchers, and correspondences. Once all authorities have approved the retention periods listed on the schedule, records beyond the approved retention periods may be disposed of without having a records commission meeting. The signatures of the RC-2 indicate the review of each involved entity. The local Records Commission is the approving body, the Ohio Historical Society is an informational review for selection and the Auditor of State is a reviewing agency. The Center's staff will forward all necessary paperwork to the Ohio Historical Society ("OHS") Archives. This will permit OHS State Archives to fulfill Section 149.31 ORC mandate to select records that have historical value to the State of Ohio and its citizens. It is recommended that a records retention schedule be updated every five (5) years.

A **Certificate of Records Disposal (RC-3)** form provides an administrative and legal record of exactly which records were destroyed, the volume of the records destroyed, the inclusive dates of the records, the date of destruction and the method of destruction. The certificate of records disposal serves as the official record of the actual disposal of records. Compliance to section 149.31 ORC is required so that improper disposal does not occur. The Certificate of Records Disposal corresponds with the Records Retention Schedule (RC-2).

An **Application for One-Time Records Disposal (RC-1)** is used to request permission to destroy records that are no longer created. The records are for a specified time frame. An example: Records regarding an employee childcare program your office participated in from 1983-1993. Unlike the continuing authority provided by RC-2, a one-time records disposal form is very limited.

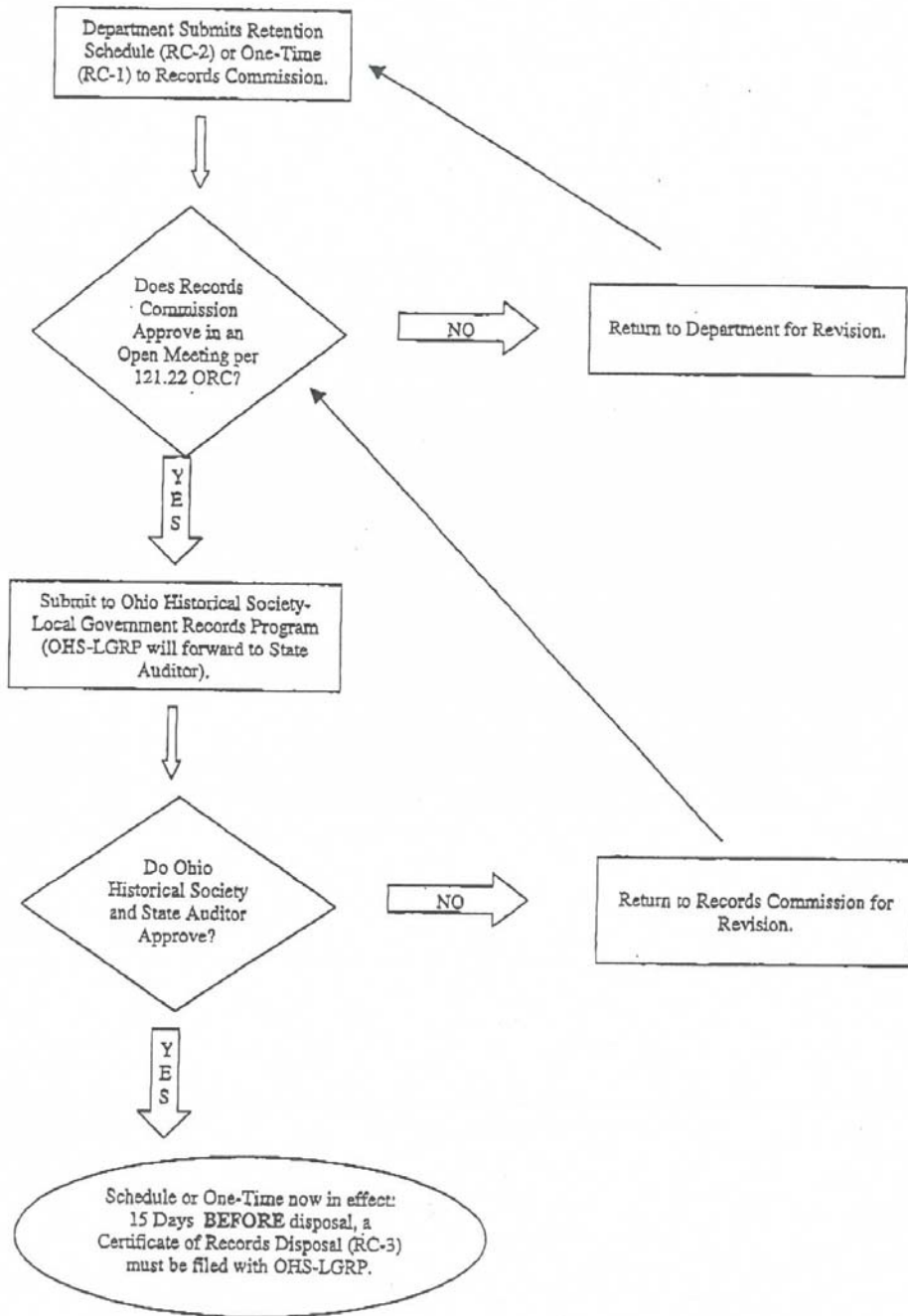
A **Data Request Form** is an internal form used to request information from the Center. The form can be faxed or sent interoffice mail to the Center. Upon receipt of the form, the information is retrieved and forwarded back to the requestor within an eight-hour workday time frame, unless the request entails research.

Note: Forms RC-1, RC-2 and RC-3 are available at the Ohio Historical Society web site:

<http://www.ohiohistory.org/resource/lgr/>

On the left side of the screen under links, click on the LGR Forms.

APPROVAL PROCESS FOR RETENTION SCHEDULES (RC-2) AND ONE-TIME DISPOSALS (RC-1)





RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

INSTRUCTIONS - FORM RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

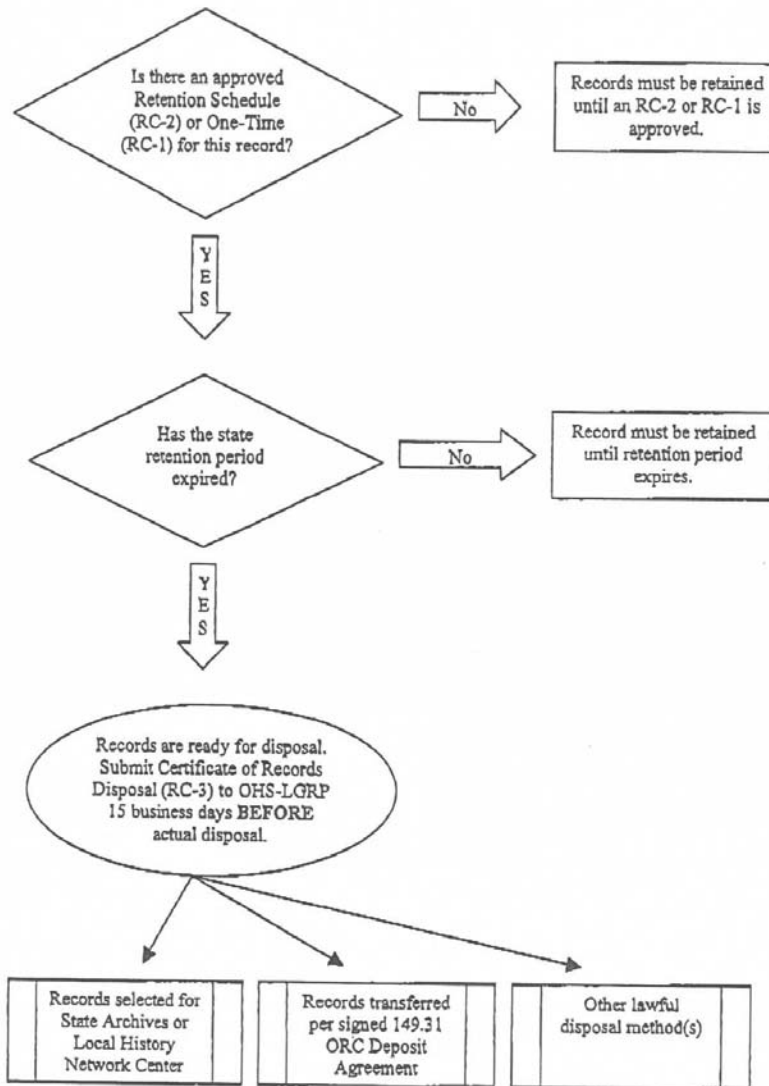
localrecs@ohiohistory.org OR The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.

RECORDS DISPOSAL PROCESS: DETERMINING RECORDS DISPOSAL



-RC 3

CERTIFICATE OF RECORDS DISPOSAL

Delaware County

Chris Shaw (740) 833-2140

Delaware County Records Center

Name of Political Subdivision 2079 US 23 N.	Unit	Contact Person Delaware	Zip Code 43015	Telephone	Location of Records Delaware
Address		City	Zip Code		County

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

Signature of Responsible Official

Title

Telephone Number

Date

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained	From	To		
This is notification that the material listed on this destruction sheet will be destroyed according to the proposed date of disposal in the normal course of business.								

INSTRUCTIONS - FORM RC-3

USE OF FORM: Serves as a notification to your records commission and to The Ohio Historical Society, State Archives, Local Government Records Program (LGRP), that your office intends to dispose of the records listed on the form. It also provides an opportunity for The Ohio Historical Society LGRP to select for preservation records that have continuing historical value or provide for other disposition under Section 149.31ORC.

WHEN TO USE: Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.

CERTIFICATION / SIGNATURE

This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.

PREPARATION: Prepare one original and two copies and distribute as follows:

- | | |
|-----------------|---|
| <i>Original</i> | Send the original to the: Ohio Historical Society, State Archives, Local Government Records Program (LGRP), 1982 Velma Ave., Columbus, OH 43211-2497. The OHS-LGRP will send a copy to the Auditor of State's Records Officer on your behalf. |
| <i>Copy 1</i> | Maintain in your files. |
| <i>Copy 2</i> | Send to your records commission. |

NOTE: You will **not** receive a copy of the RC-3 back. RC-3's lacking vital information may be considered voided so be sure the RC-3 is correctly filled out. Your office will be contacted if a record is selected for its historical value or the Auditor of State has a question. Disposition under Section 149.31 ORC is reserved.

EXPLANATION OF COLUMNS

RECORD SERIES TITLE

Enter title of record series as shown on your records retention schedule (RC-2) or one-time disposal (RC-1).

AUTHORIZATION FOR DISPOSAL

Enter the schedule number as shown on your approved RC-1 or RC-2 and the date it was approved by your records commission.

This information is vital for the disposal to take place because it clearly discloses your source of authority.

MEDIA TYPE

List the medium of the record series you are disposing of by this RC - 3. Medium is the physical form of recorded information. Paper, film, disk, magnetic tape, optical disc and other materials on which information can be recorded are each considered a separate medium.

OTHER MEDIA TYPE

If you are retaining the records series in another medium, list each type of medium in which it is being retained. For example: 16mm microfilm, 105mm microfiche, optical disc, and main frame database etc.

INCLUSIVE DATES OF RECORDS

Enter the time period encompassed by the records being disposed of such as: Jan. 1991 to Jan. 1993, etc.

PROPOSED DATE OF DISPOSAL

Enter the proposed disposal date. Remember 15 business days are the minimum and include a few days for the mail to be delivered.

NOTICE CONCERNING MEDIA AND FORMAT CHANGES

Never use a microfilm master negative except to create a use copy from it. Contact the Ohio Historical Society, State Archives, Local Government Records Program should you have any questions concerning changes of media for permanent records.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43205

For State Archives - LGRP Use Only

Date Received:
 Date Reviewed:
 Items requested for transfer: YES NO
 If YES, attach copy of transfer form

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

 (local government entity) (unit)

 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

 Records Commission (telephone number)

 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: _____

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Signature Title Date

Section D: Auditor of State

 Signature Date

Please Note: The State Archives retains RC-1 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by OHS-LGRP or Auditor of State



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

INSTRUCTIONS - FORM RC-1

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from the Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Table of Records to be Disposed

- 6) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 7) Include the title of the records series and a brief description of each series for which a one-time disposal is being requested. List the beginning and ending months and years covered by the records series. For example: April 1945 to May 1992.
- 8) Include the media format of the records proposed for disposal.
- 9) If retaining records in an alternate media format, include the new format. For example, if you are disposing of paper originals and retaining a certified microfilm copy, list "Microfilm" here.
- 10) For use by the Auditor of State or the OHS-LGRP.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, contact OHS-LGRP at: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-1 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-1 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.

Data request form

From: _____
Department

Person requesting information: _____

Do you want the information faxed back? Yes No

If yes, fax number: _____

Hard Copy requests

Case Number

Name(s) on case

Microfilm/microfiche requests

Case Number

Name(s) on case

Other request(s). Please explain.

Please fax your request(s) to the Records Center at 833-2139.

Completed by: _____
Records Center Staff

_____ Date

Disposal Procedures

Disposal Procedures

This mission of the Delaware County Records Center is to provide economical storage, retrieval, protection, processing and disposal for records produced as part of doing business with and for Delaware County. The proper and timely disposal of records helps the County maintain economical storage space for all County records.

Use of the AMS 300 Industrial Shredder

To adopt a uniform system for the use of the AMS 300 Industrial Shredder, a shredder operations policy has been implemented. Any office, department or agency covered under Delaware County's worker's compensation coverage is eligible to operate the shredder once a completed and signed policy has been given to the Records Coordinator. Any personnel desiring to use the shredder must receive training on the proper and safe utilization of the shredder.

It is highly recommended that all material being shredded have an approved RC-3 form, unless stated otherwise on an approved RC-2.

Material that is shredded by the Center's staff must have a completed and signed RC-3 form.

Disposal of material stored at the Center:

1. A Center staff person will generate a RC-3 form for material being stored at the Center.
2. The completed RC-3 form will be forwarded to the proper official for review and possible approval.
3. If approved the RC-3 form is signed and returned to the Center.
4. A proposed date of disposal will be entered onto the RC-3 form. The completed form will be forwarded to the Ohio Historical Society and the Auditor of State for review.
5. If no objections are received within the 15-day waiting period, the Center's staff will dispose of the material.
6. Upon destruction, the corresponding office will receive notification that the disposal has been completed.

Disposal of material not stored at the Center:

1. A completed RC-3 form must be completed for the material to be destroyed by the Center's staff. A staff person is available to help with any questions or needs.
2. Call the Center for a work order to be completed for the transportation of the material. The completed and signed form must accompany the material.
3. A proposed date of disposal will be entered onto the form. The completed form will be forwarded to the Ohio Historical Society and the Auditor of States office for review.
4. If no objections are received within the 15-day waiting period, the Center's staff will dispose of the material.
5. Upon destruction, the corresponding office will receive notification that the disposal of the material has been completed.

It is the responsibility of each office to be aware of pending litigation, which could affect the destruction of a specific record. Records that are a part of active or pending litigation may not be destroyed even if their retention period has expired.

No records stored at the Center will be destroyed without the knowledge and consent of the originating office.

Delaware County Policy

Subject: Shredder operations

Effective: December 12, 2006

1.0 Purpose

The purpose of this policy is:

1. to adopt a uniform system for the use of the paper shredder equipment at the Records Center, 2079 US 23 N., Delaware; and
2. to establish responsibility for any repairs that may occur during the use of the shredder to non-general fund departments and agencies

2.0 Scope

Any office, department, and/or agency covered under Delaware County's worker's compensation coverage wishing to utilize the AMS 300 paper shredder equipment located and owned by the Delaware County Records Center

3.0 Distribution

All Delaware County offices, departments or agencies covered under Delaware County's worker's compensation coverage

Policy

4.0 Policy

In order to establish a standard set of procedures and guidelines for use of the AMS 300-paper shredder located at the Delaware County Records Center.

Delaware County Records Center's staff uses the shredder in its daily operations. In order to use the shredder equipment any office, department or agency that operates within Delaware County must agree to the terms and conditions of this policy prior to operating the shredder. Any office, department or agency must schedule with the Records Center staff any use of the paper shredder prior to utilization.

Any personnel desiring to use the shredder must first receive training on the proper and safe utilization of the shredder. Any person untrained will not be permitted to use the shredder. Any person not following proper and safe procedures while operating the shredder will be asked to cease operations and lose future use of the shredder.

Upon the completion of the use of the shredder all departments and agencies must remove the data they shredded from the Records Center premises on the same day it is shredded. A list of recycling agencies can be provided upon request.

Shredder policy
Page 2

Shredder users must clean the immediate area around the shredder by removing all cartons and carts. A broom and dustpan are provided for the clean up of the floor. The key to the shredder must be returned to any Records Center employee.

If the paper shredder should malfunction or need repair during or after use by the assigned user, the Records Coordinator should be notified immediately. The Records Coordinator will place a service call to the proper repair facility. If the repair technician determines the repair was due to normal wear and tear the Records Center will be responsible for the cost of the repair(s) and the service call. If the repair(s) is due to the misuse or actions of the department or agency using the shredder at the time of the malfunction, the cost of the repair(s) and service call shall be the responsibility of that department or agency. If the Records Center personnel are operating the shredder all responsibility for the repair and cost shall be the liability of the Records Center.

There shall be no cost to *operate* the shredder, however County departments and agencies are encouraged to bring their own bags for the shredded material. If the Records Center supply of shredder bags are used, a cost of .86 per bag shall be charged.

By operating the shredder you/your department or agency agree to the terms and conditions listed in this policy.

I agree to follow all terms and conditions of this policy.

Department: _____

Signature of the appointing authority of the user: _____

Date: _____

Signature of the user: _____

Date: _____

-RC 3

CERTIFICATE OF RECORDS DISPOSAL

Delaware County

Chris Shaw (740) 833-2140

Delaware County Records Center

Name of Political Subdivision 2079 US 23 N.	Unit	Contact Person Delaware	Zip Code 43015	Telephone	Location of Records Delaware
Address		City	Zip Code		County

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

Signature of Responsible Official

Title

Telephone Number

Date

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained	From	To		
This is notification that the material listed on this destruction sheet will be destroyed according to the proposed date of disposal in the normal course of business.								

INSTRUCTIONS - FORM RC-3

USE OF FORM: Serves as a notification to your records commission and to The Ohio Historical Society, State Archives, Local Government Records Program (LGRP), that your office intends to dispose of the records listed on the form. It also provides an opportunity for The Ohio Historical Society LGRP to select for preservation records that have continuing historical value or provide for other disposition under Section 149.31ORC.

WHEN TO USE: Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.

CERTIFICATION / SIGNATURE

This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.

PREPARATION: Prepare one original and two copies and distribute as follows:

- | | |
|-----------------|---|
| <i>Original</i> | Send the original to the: Ohio Historical Society, State Archives, Local Government Records Program (LGRP), 1982 Velma Ave., Columbus, OH 43211-2497. The OHS-LGRP will send a copy to the Auditor of State's Records Officer on your behalf. |
| <i>Copy 1</i> | Maintain in your files. |
| <i>Copy 2</i> | Send to your records commission. |

NOTE: You will **not** receive a copy of the RC-3 back. RC-3's lacking vital information may be considered voided so be sure the RC-3 is correctly filled out. Your office will be contacted if a record is selected for its historical value or the Auditor of State has a question. Disposition under Section 149.31 ORC is reserved.

EXPLANATION OF COLUMNS

RECORD SERIES TITLE

Enter title of record series as shown on your records retention schedule (RC-2) or one-time disposal (RC-1).

AUTHORIZATION FOR DISPOSAL

Enter the schedule number as shown on your approved RC-1 or RC-2 and the date it was approved by your records commission. This information is vital for the disposal to take place because it clearly discloses your source of authority.

MEDIA TYPE

List the medium of the record series you are disposing of by this RC - 3. Medium is the physical form of recorded information. Paper, film, disk, magnetic tape, optical disc and other materials on which information can be recorded are each considered a separate medium.

OTHER MEDIA TYPE

If you are retaining the records series in another medium, list each type of medium in which it is being retained. For example: 16mm microfilm, 105mm microfiche, optical disc, and main frame database etc.

INCLUSIVE DATES OF RECORDS

Enter the time period encompassed by the records being disposed of such as: Jan. 1991 to Jan. 1993, etc.

PROPOSED DATE OF DISPOSAL

Enter the proposed disposal date. Remember 15 business days are the minimum and include a few days for the mail to be delivered.

NOTICE CONCERNING MEDIA AND FORMAT CHANGES

Never use a microfilm master negative except to create a use copy from it. Contact the Ohio Historical Society, State Archives, Local Government Records Program should you have any questions concerning changes of media for permanent records.

General Retention Schedule

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Delaware County Records Commission (740) 833-2140 Telephone Number

50 Channing Street Delaware 43015 Delaware
 (Address) (City) (Zip code) (County)

(2) FROM: All Delaware County offices, departments and agencies
 (Political subdivision name) (Unit)

Risa J Iannotta Risa J Iannotta Dir. of Adm. Services 5/2/08
 (Signature of responsible official) (Name) (Title) (Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 5/6/08 as reflected by the minutes kept by this commission.

Chairman, Records Commission: [Signature] 5/6/08
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): [Signature] 5/13/08
 for the Ohio Historical Society Date

Approved by the Ohio Auditor of State: [Signature] 6-23-08
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
08-01	Agendas	2 years provided audited by the Auditor of State	Paper and/or electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
08-02	Annual Departmental/Office Budget (Commissioners-Approved Copy)	Permanent	Paper and/or electronic	
08-03	Annual Departmental/Office Budget Preparation Documents (Working papers)	5 years after final date of approval, provided audited by the Auditor of State	Paper and/or electronic	
08-04	Annual Reports (paper)	Until microfilmed, then destroy paper copy	Paper	
08-05	Annual Reports (electronic)	Until printed as hard copy, then purge electronic record	Electronic	
08-06	Annual Reports from outside Agencies (unsolicited)	Until no longer of administrative value	Paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

All Delaware County offices, departments and agencies

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-07	Appointment/Desk Calendars	Until audited by the Auditor of State	Paper	
08-08	Audio/Visual Training Materials	Retain until superceded	Paper and/or electronic and/or audio/video tape	
08-09	Audit Reports-Federal, State, Internal,	5 years provided audited by the Audited of state	Paper and/or electronic	
08-10	Automatic Data Processing & Electronic Data Processing Media – office copies of cards, tapes and diskettes used as primary input or temporary storage or output control. The results are available in record form, paper, computer output, microfiche, microfilm or online data.	Until no longer of administrative value.	See description	
08-11	Badges and ID's	Turn in upon termination of employment then destroy		
08-12	Bank Statements and/or Deposit Receipts	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-13	Bids and Proposals-Unsuccessful Note: Successful bids are with a copy of the contract.	2 years provided audited by the Auditor of State	Paper and/or electronic	
08-14	Blank Forms -Obsolete, superseded or unneeded	Until no longer of administrative value	paper and/or electronic	
08-15	Budget Records -Working papers	3 years after final date of approval provided audited by the Auditor of State	paper and/or electronic	
08-16	Bulletins, posters and notices- Material used for the sole purpose of informing people of events and activities	Until no longer of administrative value	Paper	
08-17	Cancelled Checks	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-18	Cash Books and/or Journals	3 years provided audited by the Auditor of State	Paper and/or electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

All County offices, departments and agencies

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-19	Claims and Litigation Records	5 years after case is closed and appeals are exhausted.	Paper and/or electronic	
08-20	Contracts	15 years after expiration	paper and/or electronic	
08-21	Correspondence (Routine) Includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard letters	1 year and until no longer of administrative value.	paper and/or electronic	
08-22	Correspondence (Administrative) Includes both internal and external correspondence from various individuals, companies and organizations requesting information pertaining to the agency and other inquiries. This correspondence is informative (it does not attempt to influence agency policy.)	2 years and until no longer of administrative, fiscal, or legal value.	Paper and/or electronic	
08-23	Correspondence (Executive) Includes correspondence of the heads of the agency and their executive staff dealing with significant aspects of the administration of their offices. This includes information concerning policies, program, fiscal and personnel matters.	5 years and until no longer of administrative, fiscal, or legal value.	Paper and/or electronic	
08-24	Delivery Slips/Packing Slip	Until no longer of administrative value, provided there are no discrepancies.	Paper	
08-25	Disaster Plan(s)	Until updated or superseded	Paper and/or electronic	
08-26	Drafts and Informal Notes- Drafts, working copies, informal notes, telephone messages, duplicate copies, and extra copies used for temporary convenience.	Until no longer of administrative value	Paper and/or electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

All County offices, departments and agencies

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-27	Electronic Mail (E-mail) Non-Record Messages that do not meet the criteria of the ORC 149.43 definition of a record.	Original sender may purge anytime, unless e-mail message becomes part of an official record. Data Center system retains 5 years. RC-3 not required by sender.	Electronic	
08-28	Electronic Mail (E-mail) Transient Messages- drafts and other limited documents that do not set policy, do not establish guidelines or procedures, do not certify a transaction, or do not become a receipt. These messages serve to convey information of temporary importance in lieu of oral communication.	Original sender until no longer of administrative value, Data Center system retains 5 years. RC-3 not required by sender. Original Sender is responsible party for no longer of administrative value retention.	Electronic	
08-29	Electronic Mail (E-mail) Administrative Messages- includes both internal and external e-mails from various individuals, companies and organizations requesting information pertaining to the agency and other inquiries. This correspondence is informative (it does not attempt to influence agency policy.)	Original sender 1 year and until no longer of administrative, fiscal, or legal value. E-mail may be printed to paper and retained. Data Center system retains 5 years. Original sender is responsible for 1 year retention. RC-3 required.	Electronic	
08-30	Electronic Mail (E-mail) Executive Messages- includes e-mails of the heads of the agency and their executive staff dealing with significant aspects of the administration of their offices. This includes information concerning policies, program, fiscal and personnel matters.	Original sender 2 years and until no longer of administrative, fiscal, or legal value. E-mail may be printed to paper and retained. Data Center system retains 5 years. Original sender is responsible party for 2 year retention. RC-3 required.	Electronic	
08-31	Employment Applications & Resumes Unsuccessful-not hired applications and/or resumes and related letters and postings.	Copies: until no longer of administrative value; Personnel retains original for 2 years.	Paper and/or electronic	
08-32	Equipment Maintenance Records	Life of equipment	Paper	
08-33	Fax Messages	Treat as correspondence	Paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

All County offices, departments and agencies

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-34	Federal and/or State Grant Files- Supporting financial records and documents	5 years provided all State or Federal audits have been conducted, the audit reports released, and all litigation, claims, or audit findings have been resolved.	Paper and/or electronic	
08-35	Fuel Cards	Confiscate upon termination and destroy	Plastic	
08-36	Fuel Usage Records	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-37	Hearings Audio/video Transcripts Report of Proceedings (paper) Report of proceedings (electronic)	1 year provided audited 5 years provided audited Permanent Until printed as hard copy, then purge electronic record	Audio/video tape Paper Microfilm Electronic	
08-38	Incident Reports (Employee Injury)	Office copy kept until audited by the Auditor of State, Insurance and Risk Dept. maintains original for 5 years provided no pending claims.	Paper and/or electronic	
08-39	Incident Reports (Damage to County Vehicle)	Office copy kept until audited by the Auditor of State, Insurance and Risk Dept. maintains original for 3 years provided no pending claims.	Paper and/or electronic	
08-40	Inventories- Annual of county property	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-41	Invoices (paid)	Office copy kept 2 years, County Auditor maintains original for 4 years	Paper and/or electronic	
08-42	Job Descriptions	Until superseded or classification abolished	Paper and/or electronic	
08-43	Leases Equipment- Real Estate-	2 years after expiration 5 years after expiration provided audited by the Auditor of State	Paper and/or electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

All County offices, departments and agencies

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-44	Leave Requests (sick, vacation, comp time)	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-45	Licenses, Permits, Certifications	1 year after expiration	Paper and/or electronic	
08-46	Mail (Postal Records)	2 years provided audited by the Auditor of State	Paper and/or electronic	
08-47	Mail- Unsolicited-includes catalogs and fliers.	Until no longer of administrative value	Paper and/or electronic	
08-48	Mailing Lists	Until updated, superseded, or obsolete	Paper and/or electronic	
08-49	Management and Operations Reports Monthly/Quarterly/Semiannual Annual- Consultant-	Until incorporated in an annual report 5 years 5 years	Paper and/or electronic	
08-50	Manuals, Handbooks	Until superseded, obsolete, or replaced	Paper and/or electronic	
08-51	Material Safety Data Sheets (MSDS)	Until superseded	Paper and/or electronic	
08-52	Meeting Notices	Until audited by the Auditor of State	Paper and/or electronic	
08-53	Minutes of Meetings (official Copy)	Permanent	Microfilm	
08-54	Minutes of Meetings (Transcription)	Until printed as hard copy, then purge electronic record.	Electronic	
08-55	Oaths of Office of Elected Officials	10 years after leaving office	Paper and/or electronic	
08-56	Oaths of Non-Elected Officials and Volunteers	10 years after leaving service.	Paper and/or electronic	
08-57	Pay-In to County Treasurer	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-58	Payroll Records- Copies of payroll records held by appointing authority, original held by the County Auditor.	Office copy kept 3 years provided audited by the Auditor of State. County Auditor maintains original Permanently	Paper and/or electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

All County offices, departments and agencies

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-59	Personnel Files	Permanent	Microfilm	
08-60	Personnel Files	Until printed as hard copy then purge electronic record	Electronic	
08-61	Petty Cash Records	2 years provided audited by the Auditor of State	Paper and/or electronic	
08-62	Press/News Releases	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-63	Professional Association Records and Related Material	Until no longer of administrative value	Paper and/or electronic	
08-64	Publications- Created or received by county offices	Until superseded or 30 days after obsolete	Paper	
08-65	Publications- Created or received by county offices	Until superseded or 30 days after obsolete	Electronic	
08-66	Public Records Requests- Letters and/or e-mails received from the public.	See Correspondence	Paper and/or electronic	
08-67	Purchase Orders- Blanket or unused	Until no longer of administrative value	Paper	
08-68	Receipt Books- Copies of Receipts	Until audited by the Auditor of State	Paper	
08-69	Receiving Documents	Until no longer of administrative value	Paper and/or electronic	
08-70	Record and Information Requests (Departmental)	Until no longer of administrative value	Paper and/or electronic	
08-71	Records Retention and Disposition Documents (Departmental copy RC-1, RC-3) RC-2 (Departmental copy)	Until audited by the Auditor of State. Copy from Ohio Historical Society held permanently by Records Commission. Until superseded (retained by Records Center)	Paper and/or electronic Paper and/or electronic	
08-72	Reference Materials- Information and items for use or exhibit	Until no longer of administrative value	Paper and/or electronic	
08-73	Requisitions	3 years	Paper and/or electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

All County offices, departments and agencies

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-74	Resolutions Issued by Board of Commissioners (Departmental copy) Original to be held by Board of Commissioners	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-75	Rosters/Directories	Until superseded or obsolete	Paper and/or electronic	
08-76	Speeches/Presentations	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-77	Statistical Reports (monthly/quarterly/semiannual)	Until incorporated into an annual report	Paper and/or electronic	
08-78	Statistical Reports (Annual)	3 years provided audited	Paper and/or	
08-79	Statistical Reports - (Consultant-Produced)	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-80	Surveillance Tapes/Videos	Retain 30 days then reuse provided no action pending	Audio/video tapes	
08-81	Table of organization/ Organizational Charts	Until superseded	Paper and/or electronic	
08-82	Tape and/or video recordings and short hand notes- Verbatim recordings of meetings, summarized in official written proceedings or minutes.	Upon approval of written minutes of proceedings	Audio/Video tapes and paper	
08-83	Telephone Records (messages)	Until no longer of administrative value provided no action pending	Paper and/or electronic	
08-84	Time Cards (yellow cards)	3 years provided audited by the Auditor of State	Paper	
08-85	Time sheets, payroll sign in sheets	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-86	Training Materials	Until superceded	Paper and/or electronic	
08-87	Travel Expense Reports	3 years provided audited by the Auditor of State	Paper and/or electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

All County offices, departments and agencies

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-88	Travel Request Forms	Until audited by the Auditor of State	Paper and/or electronic	
08-89	Uniform Records	3 years provided audited by the Auditor of State	Paper and/or electronic	
08-90	Union Contracts and Agreements (originals and all related documents to be held by individual departments; copies to be held by Human Resources)	Originals, copies, and all related documents to be kept until the union contract(s) or agreement is superseded	Paper and/or electronic	
08-91	Vehicle Records Maintenance- Mileage-	Until vehicle is sold Until vehicle is sold	Paper and/or electronic	
08-92	Vendor Files	Until no longer of administrative value	Paper and/or electronic	
08-93	Voicemail System Documentation- Messages-	Life of System Until no longer of administrative value	Paper Paper and/or electronic	
08-94	Vouchers (office copy)	Until Audited by the Auditor of State	Paper and/or electronic	
08-95	Warrants (office copy/paid)	Until audited by the Auditor of State	Paper and/or electronic	
08-96	Work Orders	Until no longer of administrative value	Paper and/or electronic	
08-97	Work Schedules	Until audited by the Auditor of State.	Paper and/or electronic	
08-98	<p>The following rule was adopted on May 13, 1998- “That those public agencies that comprises the government known as Delaware County and that are under the direction and oversight of this public records commission may dispose of public records with a retention period listed as follows :</p> <ol style="list-style-type: none"> 1. Until no longer of administrative value 2. 60 days- no administrative value 3. 6 months- no administrative or legal value, erase and reuse 4. No longer of administrative value, erase and reuse <p>Furthermore, agencies which list these types of retention periods on their schedules of records retention and disposition (RC-2), may dispose of public records on a continuing basis.</p> <p>This general schedule supersedes all previous general schedules but does not modify or supersede any specific office, agency, or department’s retention schedule.</p>			

**Glossary of
Records
Management
and
Archives
Terms**

GLOSSARY OF RECORDS MANAGEMENT AND ARCHIVES TERMS

(Terms extracted from the Society of American Archivists (SAA) and the Association of Records Managers and Administrators (ARMA) resources.)

Active Records

Records that are referenced (used) on a regular basis required to carry out day-to-day business. Also known as current records.

Administrative Value

The usefulness of records for the conduct of current and/or future administrative business. Also known as operational value.

Application for One-time Disposal of Obsolete Records (RC-1)

Form used to request permission to destroy or transfer particular records covering only specified dates. It is used mainly to dispose of obsolete records that are no longer created or maintained.

Appraisal

The process of determining the value and thus the disposition of records based upon their current administrative, legal and fiscal use; and their long-term historical (evidential and informational) value.

Archives

Records of enduring/historical value. It also refers to the place where such records are stored.

Arrangement

The intellectual and physical processes of organizing documents in accordance with accepted Archival principles.

Certificate of Records Disposal (RC-3) Form

The document that provides an audit trail to show that a record series was destroyed on a certain date, in accordance with an approved retention schedule, in the normal course of business.

Compact Disk, Read Only Memory (CD-ROM)

A compact laser disk with read only memory, designed for recording document images and information for mass distribution.

Computer Input Microfilm (CIM)

The concept that computer input can be taken directly from microfilm by scanning and character recognition. The term also refers to the system of software and hardware that makes this method of transferring data to disk possible.

Computer Output Microfilm (COM)

Computer output produced directly onto microfilm without paper printout as an intermediary. The term may also be used to designate the equipment producing the microfilm or the process as a whole.

Confidential Records

Records or information requiring protection against unauthorized access.

Conservation

The component of preservation that deals with the physical and chemical treatment of documents.

Current Records

(See Active Records)

De-acidification

The process by which the acid in paper is neutralized, thereby assisting in preservation.

Description

1. The process of analyzing, organizing, and recording information that serves to identify, manage, locate, and explain the holding of an archives.
2. The written representations or products of the above process.
3. In Records Management, a written account of the physical characteristics, informational content, and functional purpose of a records series.

Disposition

The action taken with regard to inactive records as determined by their appraisal, such as transfer to an archives or destruction.

Electronic Imaging Systems

The technology used to capture, index, store, and retrieve electronic images of paper documents.

Electronic Records

Records held on electronic storage media.

Encapsulation

The encasing of a document in a clear plastic (usually polyester) envelope, the edges of which are sealed. The aim is to provide non-reactive support and protection for a fragile document and still maintain complete visibility. Encapsulation is normally preceded by de-acidification.

Finding Aid

The descriptive tool, published or unpublished, manual or electronic, produced by a creator, records center, archives or manuscript repository to establish physical and/or intellectual control over records and archival materials. Basic finding aids include databases, guides, inventories, registers, location registers, catalogs, shelf and container lists, and indexes.

Fiscal Value

The worth of records for the conduct of current or future financial or fiscal business and/or as evidence thereof.

Floor Load

The capacity of a floor area to support a given weight expressed in terms of weight per a unit of area.

Floor-Space Ratio

The ratio of volume capacity to an area of floor space required to store records.

General Schedule

A list giving retention periods for common records series, including non-official records, such as drafts, working papers, informal notes, telephone messages, bulletins, posters, and notices. (*See also Schedule of Records Retention and Disposal*)

Historical Value

The usefulness of records based on their quality or content, which causes them to be retained permanently.

Hygrothermograph

A device used to measure and record both relative humidity and temperature.

Inactive Records

Records that are referenced (used) fewer than ten times annually and thus do not need to be readily available, but which must be kept for a specified period of time for legal, fiscal, or historical purposes.

Information Management

The administration of information, its use and transmission, and the application of theories and techniques of information science to create, modify, or improve information-handling systems.

Intrinsic Value

The inherent worth of a document based upon factors such as age, content, usage, circumstances of creation, signature, or attached seals.

Inventory

A detailed listing of the volume, scope, complexity, and location of an office's records, usually compiled for the purpose of creating a records retention schedule.

Legal Value

The usefulness of records in documenting compliance with statutes and regulations, as evidence in legal proceedings, or as legal proof of business transactions.

Life Cycle (of a record)

The life span of a record from its creation or receipt to its final disposition.

Microfiche

A flexible, transparent sheet of film bearing a number of micro images arranged in horizontal rows and vertical columns, normally having an identifying strip legible without magnification.

Microfilm

A fine grain, high-resolution film used to record micro images. The types of film commonly used are called silver gelatin film, vesicular film, and diazo film.

Microfilm Inspection

Periodic inspection of stored microfilm records to detect deterioration or damage.

Microfilm Jacket

A protective transparent holder into which individual strips of microfilm may be inserted.

Microform

A generic term for any medium that contains micro images.

Micrographics

The technology and processes used to record information in a miniature form.

Non-Records

Documentary materials excluded from the legal definition of records, such as blank forms and stocks of printed material kept for supply purposes.

Operational Value

(See Administrative Value)

Original Order

The principle that records of a single origin should retain the arrangement (filing order) established by the office of origin.

Permanent Records

Information that is required by law to be retained indefinitely or that has been designated for continuous preservation because of its reference, historical, or administrative significance.

Preservation

The totality of processes and operations involved in the stabilization and protection of documents against damage or deterioration and in the treatment of damaged or deteriorated documents. Preservation may also include the transfer of information to another medium, such as microfilm.

Preservation Microfilming

The creation of archivally acceptable microfilm to preserve the informational content of documents that either are in poor condition or that were created using poor quality materials, as well as to preserve originals from deterioration through repeated handling and use.

Processing

The activities of accessioning, arranging, describing, and properly storing archival materials.

Provenance

The principle of arrangement of archival records that holds the records/archives of the same office, organization, or individual should not be intermingled with those of any other office, etc. The principle of provenance is also known as “respect des fonds.”

Public Office

Includes any state agency, public institution, political subdivision, or any other organized body, office, agency, institution, or entity established by the laws of this state for the exercise of any function of government.

Public Records

Documents created or received by government agencies in the conduct of public business, which by law or custom are open to public inspection.

Reading Room

(See Research Room)

Records

Any documents, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Records Center Box

A corrugated cardboard box designed to hold approximately one cubic foot of records, either legal or letter size, used in records centers.

Records Management

The systematic control of all records from creation or receipt, through processing, distribution, maintenance and retrieval, to ultimate disposition, undertaken to reduce costs and improve the efficiency of record keeping.

Records Series

A group of related records serving a common purpose or function, usually kept together and filed as a unit, permitting evaluation as a unit for retention scheduling purposes.

Reference Service

The range of activities involved in assisting researchers using records stored in archives.

Research Room

A room or area in a records center, archives or manuscript repository where documents are consulted by researchers under the supervision of and with the assistance of repository personnel. A research room is also called a reading room or a search room.

Researcher

An individual who consults documents, either by a visit to a research room, or through mail, e-mail, or telephone contact, for information about or from the holdings of a records center, archives, or a manuscript repository.

Respect des Fonds

(See Provenance)

Retention Period

The period of time during which records must be retained in a certain location or form because they are needed for operational, legal, fiscal, historical, or other purposes.

Retrieval

The process of locating and withdrawing a document or file from storage.

Search Room

(See Research Room)

Scanner

A device used in electronic imaging, which converts an image of a document from paper to electronic form for processing and storage online or on disk or tape.

Schedule of Records Retention and Disposal (RC-2)

A comprehensive list of an office's records series prescribing how long, where, and in what form records should be kept. The schedule includes a brief description of each records series. *(See also General Schedule)*

Target

A document containing identifying information, coding, or test charts, used in microfilming.

Vital Records

Any records essential to the resumption and/or continuation of operations following a disaster, to the legal and financial status of the organization, or to the protection of rights and fulfillment of obligations to employees and citizens.

Working papers

Documents such as drafts, rough notes, and calculations, created or assembled and used in the analysis or preparation of other documents.